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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 March 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 10, Week of 4 - 10 March 1958

1. Numbers in Clerical Induction Training. During the week of 4 March there were 25 people in Clerical Induction Training. Of those 9 were entering for the first time.
2. Numbers in Clerical Orientation Training. During the week of 4 March there were 14 people in Clerical Orientation.
3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of March 4 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2	0
Typing	9	5

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 10 March were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	0
Typing	18	5

5. Non-clerical Typing Class Conducted for FDD. On 10 March a six-week typing course was started for professional employees [redacted]. This class meets at 8:45 a.m. daily for one hour. The present enrollment is 14 but on 17 March, two additional employees will be added to the group. These two have already been taught the keyboard, and they will join the class when the speed and accuracy exercises are started. [redacted] is the instructor. Although the OTR Support Staff made every effort to provide transportation [redacted] it was necessary to call on FDD [redacted] for assistance. That office is handling the transportation expenses and arrangements for the instructor.

Document No. 664 32NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

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Date: 9 March 1978

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